Notification of Nonreappointment

Sample Letter from Department Executive Office to Dean Requesting Notice of Nonreappointment be Issued

Note: Items in **BOLD** are to be adapted as appropriate.

# Procedures; Step 2.B

Date: [Refer to deadlines]

Dear Dean,

On **(date)**, I notified **Assistant Professor J. Doe** of my decision to recommend that they be issued a Notice of Nonreappointment **(and offered a terminal contract)** for [**year-year**].

**Assistant Professor Doe** responded on **(date)**, submitted additional information for consideration, **and asked that they be permitted to speak with the committee that would review their case**.

I asked the Departmental Promotion & Tenure **(or Executive)** Committee to review the matter and consider the additional materials submitted by **Assistant Professor Doe**. **The committee also permitted the faculty member to present their case to the committee in person on (date)**.

The P&T **(or Executive)** Committee, after considering the additional information which has been presented, has affirmed its earlier recommendation, and I concur.

Accordingly, I recommend that **Assistant Professor J. Doe** be given a Notice of Nonreappointment **(and offered a terminal contract)** for [**year-year**].

Sincerely,

Department Executive Officer **(i.e., head or chair)**

c: J. Doe, Departmental Promotion & Tenure **(or Executive)** Committee

A terminal contract is not offered for Assistant Professors in Year 1 of the probationary period. Language regarding a terminal contract should be omitted from their letters.